

HOW TO FIND EMPLOYEES WITHIN YOUR ACCESS CONTROLS AND VIEW EMPLOYEE DATA

Purpose

- Managers and second line supervisors may oversee multiple organizations and many employees. This section shows how to find your employees and view the information FEPAAS has available. This can include employee contact information, emergency contacts, and prior event status. Family member information may be available for OCONUS employees.
- If you cannot see employees under your supervision but in another organization, you will need their SSN. If you supervise other organizations, contact FEPAAS@dla.mil

This instruction will show you how to identify employees assigned to your security access, and the information available in the system for those employees.

FEPAAS Main Page:

<https://fepaas.whs.mil>

Once logged in, click on the 'Employees' tab

FEPAAS / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**
DEFENSE LOGISTICS AGENCY (DLA)

Logout

Home Manager/Supv. **Employees** Accounting Reports Reference My Info Help Admin

Announcements

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part preparedness is the debut of the **Fourth Estate Personnel Accountability and Assessment System** or FEPAAS. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

Training

Online FEPAAS Training

DCO
DEFENSE CONNECT ONLINE

Live, online training sessions.
No registration is required, just login to DCO prior to the meeting time.

How Do I...

How Do I...

- Remove a SUPV from my organization?
- Find personnel on my roster that have not accounted?
- Download a User's Guide?

FAQs

- Do contractors need to be accounted for?
- How many Org IDs can I be a SUPV for?
- It's been 4 months since someone transferred. Why are they still on my roster?

Help and Contact Info

Help and Contact Info:

24-Hour DLA Customer Interaction Center (CIC)
1-800-334-3414
1-296-961-7625 (Commercial)
661-7625 (DSN)

DLA CIC Hearing Impaired Numbers
1-866-605-6566 (TTY)
1-269-961-7800 (Commercial)
661-7800 (DSN)

I Need to...

I Need to...

- Account for my employees
- See accounting reports for my Org ID
- See accounting reports for my hierarchy
- Find employees not on my roster
- Add a SUPV for my organization
- Update my contact info
- Lookup an Org ID by name
- Search the Org ID hierarchy
- Download reference information

Locating your employees

To see all employees assigned to you, select Find.

You may also enter selection criteria to limit the search

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?npublic=true

File Edit View Favorites Tools Help

DLA Human Resources Google Army Job Aids and Index DLA Columbus Today - DLA ... DLA eWorkplace DLA Home Use Program Inf... DoD Antivirus site DoD Webex version

Fourth Estate Personnel Accountability and Assessment...

Logout

Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

All Fourth Estate Employees

Event Last Name (starts with) First Name (starts with) Org ID Organization Name SSH (full or Last4) Designation Home City State Displaced City State

Any Active

Results Per Page: 50

Find Reset Add Employee

Designation Definitions

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
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Enter search criteria above and press the "Find" button to display a list of sponsors.

Done

Start fepaas deployment... 3 Microsoft Offic... 3 Microsoft Offic... Fourth Estate Pers... Final FEPAAS-SPV- Dete... FEPAAS_DeCA_SU...

Employees within your access controls:

A list of employees will be displayed. You can control the number per view [here](#).

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?nopublic=true

File Edit View Favorites Tools Help

Star Favorites DLA Human Resources Google Army Job Aids and Index DLA Columbus Today - DLA ... DLA eWorkplace DLA Home Use Program Inf... DoD Antivirus site DoD Webex version

Fourth Estate Personnel Accountability and Assessment...

Page Safety Tools

FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM
DEFENSE LOGISTICS AGENCY (DLA)

Logout

Home Manager/Supv. **Employees** Accounting Reports Reference My Info Help Admin

All Fourth Estate Employees Help

Event Last Name (starts with) First Name (starts with) Org ID Organization Name SSN (full or Last4) Designation Home City State Displaced City State

Any Active Find Reset Add Employee Designation Definitions

Results Per Page: 50 Total Results: 244 Page 1 of 489 Export to Excel Help

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
-- select --	DLA Test Event		GS12	H5GABPCA	DOD CIVILIAN EMPLOYEES	NEWPORT NEWS, VA	
-- select --			WG05	H1DMKD	DOD CIVILIAN EMPLOYEES	LEWISBERRY, PA	
-- select --			WG05	H7JHVPX	DOD CIVILIAN EMPLOYEES	MURRIETA, CA	
-- select --			GS08	H12072CW	DOD CIVILIAN EMPLOYEES	SAN ANTONIO, TX	
-- select --			WG10	H5GASIU	DOD CIVILIAN EMPLOYEES	FPO, AP	
-- select --			GS13	H6BJZIC	DOD CIVILIAN EMPLOYEES	MECHANICSBURG, PA	
-- select --			GS12	H7JHEO	DOD CIVILIAN EMPLOYEES	MELBOURNE, FL	
-- select --			GS12	H5GADS	DOD CIVILIAN EMPLOYEES	MIDLOTHIAN, VA	
-- select --			GS07	H12075FB	DOD CIVILIAN EMPLOYEES	ROUND LAKE, IL	
-- select --			GS09	H5GADCBGB	DOD CIVILIAN EMPLOYEES	WARNER ROBNS, GA	
-- select --			WG08	H6CAVBB	DOD CIVILIAN EMPLOYEES	NEWARK, OH	
-- select --			GS12	H5GADCAC	DOD CIVILIAN EMPLOYEES	WARNER ROBNS, GA	
-- select --			WG06	H1J2GMS	DOD CIVILIAN EMPLOYEES	OGDEN, UT	
-- select --			GS07	H1DMKA	DOD CIVILIAN EMPLOYEES	ETTERS, PA	
-- select --			WG05	H5BHAECA	DOD CIVILIAN EMPLOYEES	HAVELOCK, NC	
-- select --			GS06	H1KNG	DOD CIVILIAN EMPLOYEES	OLPHANT, PA	
-- select --			GS11	H5GAFABH	DOD CIVILIAN EMPLOYEES	ZZ	

Trusted sites 100%

Start fepaas deployment... 3 Microsoft Office... Fourth Estate Pers... FEPAAS-SPV- Det... FEPAAS_DeCA_SU... 11:12 AM

Click on a name to see detailed information

Detailed Employee Information

This screen displays basic information on each employee

Click on the options to see contact or event information. You can also reset your employee's password

Full Profile for Storms, Jim - Windows Internet Explorer provided by Defense Logistics Agency

https://fepassupport.whs.mil/case/page/PersonalSummaryPage?PersonID=4135137

Full Profile for Storms, Jim

Fourth Estate Family Information Summary

To see more detail for any section, use the left menu.

Contact Information

Employee

Name: [REDACTED]

Rank/Rate: GS14

Organization: J8H9DS - DIR, DLA HUMAN RESOURCE CENTER

Home Address

USA

Phones

Home: [REDACTED]

Work: [REDACTED]

DSN:

Cell:

Email Addresses

Email1: [REDACTED]@dla.mil

Email2:

Family Information

Name	Relationship	Age
Test, Member	Unknown	Adult

Event Information

Event Name	Active Dates
RAIN-EX	06-16-2010 - Present
DLA Test Event	07-07-2010 - Present
FBPAAS Demo Event	08-02-2010 - Present
DLA - H9 Exercise	10-27-2010 - Present
DLA Union Demo	11-29-2010 - Present

*=Preferred Contact method

NOTE: Family member information is only solicited for OCONUS employees

Adding an Employee to An Event

If an employee was not included in the event population but should have been (TDY, Leave), click on the Event drop down.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) web application. The main interface displays a table of employees with columns for Event, Last Name, First Name, Org ID, Organization Name, SSN, Designation, Home City, State, Displaced City, and State. A red arrow points to the 'Event' column header. Below the table, a modal dialog box titled 'Add Fourth Estate Employee Member(s) to Event' is open. This dialog box contains a dropdown menu for 'Add to Event', a text input for 'Name (Last, First Middle)', a checkbox for 'In the Area', and a dropdown for 'Select reason--'. A red arrow points to the 'In the Area' checkbox. The dialog box also has 'Save' and 'Cancel' buttons.

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
-- select --	TRAIN-EX, DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS12	J8H9DS	DOD CIVILIAN EMPLOYEES	BALTIMORE, OH	

Add Fourth Estate Employee Member(s) to Event

Choose which event affected this Fourth Estate Employee and check to show who was in the area at the time.

Add to Event: [Choose one]

Name (Last, First Middle): [REDACTED]

☐ In the Area

[Select reason--]

[Save] [Cancel]

A box will appear. Select the event, click on the 'In the area' box, and select a reason.